

## ASSISTANT POOL MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant Pool Manager is responsible for assisting a Pool Manager in the operation of a municipal swimming pool and associated aquatics programs during the aquatics season. Incumbents assist in determining staff necessary for the supervision of pool activities, including preparing work schedules and assigning personnel to duty stations, observing pool attendance, and adding or shifting Lifeguards to ensure proper coverage. Work involves replenishing supplies as needed, directing or conducting in-service training activities, checking pool water for purity, and making or requesting changes in chemical additives. Monitoring the performance of staff engaged in lifeguarding and giving swimming lessons is an important aspect of the work, as incumbents are expected to take corrective action in dealing with unacceptable practices. Duties also involve: teaching courses in lifeguard training and water safety instruction; maintaining records and preparing reports on pool activities and operation; directing the cleaning, general operation, and maintenance of pool facilities; implementation of special events; and organizing volunteers. Employees also provide input for consideration of changes or modifications in policies, procedures, programs, and solutions to problems. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Employees in the seasonal classification normally work full-time seasonal (May through September) schedules. Incumbents work under the direct supervision of the Pool Manager and assume all administrative responsibilities in the absence of the Pool Manager. This class is FLSA exempt-recreational establishment (seasonal classification). This class is FLSA nonexempt (part-time classification).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to two years of college-level coursework, including or supplemented by courses in swimming and lifesaving. Good (1 - 3 seasons) experience as a lifeguard and swimming instructor. Some (1 - 2 seasons) experience in directing activities at swimming pools (municipal or non-municipal).

**Special Requirements.** Valid Lifeguard Certificate (LGT) requires individuals to be at least 15 years of age. Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and a Water Safety Instructor Certificate (WSI) requires individuals to be at least 16 years of age. Must possess a valid Arizona Driver's License by hire or promotion date based on assignment.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification.** Lifeguard Training Instructor Certificate is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Provides program information; resolves problems; gives swim lesson instruction; adjusts improper conduct; notifies parents or relatives of an emergency situation; instructs volunteers on job responsibilities; coordinates program activities including acquiring program supplies, scheduling equipment, etc.; and performs other related duties. Produces written documents such as incident and accident reports, course record forms, and staff evaluations. Requisitions chemicals, supplies, and equipment for the facility.

**Manual/Physical:** Teaches swimming lessons. Performs maintenance tasks which include: moving 50-pound high-pressure hoses around the perimeter of the pool to wash the deck, scrubbing bathrooms and pool tile, sweeping floors and cleaning windows. Inspects pool equipment including a 10 ft. ladder on three-meter board. Sets up and takes down folding chairs, tables, and various equipment for activities. Works outside in 100+ degree temperatures (June through September) for a maximum of 20-40 minutes at a time for several times during an eight-hour day. Operates a motor vehicle requiring a standard Arizona Driver's License to attend off-site meetings and deliver/transfer equipment, supplies, and facilities deposits. Operates a cash register and adding machine. Performs swimming rescues on patrons in distress. Detects calls for assistance from distressed swimmers. Detects proper functioning of pool equipment and monitors verbal instructions from Lifeguards to the general public regarding pool activities. Detects chlorine leaks which may jeopardize public safety. Secures locks on fences and buildings at closing. Inspects pool facility for proper working order and hazardous conditions. Observes and monitors patron's behavior to determine compliance with pool rules and regulations. Observes subordinate staff behavior to evaluate job performance. Monitors pool water conditions to determine compliance with health department water quality standards. Takes pH and chlorine readings. Meets scheduling and attendance requirements.

**Mental:** Assists in supervising the operation of a public swimming pool, offering recreational and swimming instruction programs. Assists in recruiting, directing, assigning, supervising, and evaluating staff. Assists in developing, promoting, and supervising a diversified aquatics program for all ages in accordance with community needs. Assists with planning, directing, supervising, and conducting classes in instructional swimming, lifesaving, and competitive swimming programs, including coaching and instructing teams, and competitive and special events. Enforces pool rules and regulations for the safety and convenience of the public. Assists in maintenance, operation and overall safety of the facility. Develops and gives in-service training programs for the staff, and schedules staff. Assists in assigning work to Lifeguards. Evaluates and checks the work of lifeguarding staff to ensure conformance to job standards by observing teaching methods and guarding techniques. Learns job-related material primarily through past experience as a Lifeguard and acquiring lifeguard training and Water Safety Instructor certifications which are taught through a combination of lecture and practical participation.

### **Knowledge and Abilities:**

Knowledge of:

the operation and maintenance of swimming pools;  
the health and safety standards and practices, which relate to the operation of public pools;  
the principles, practices, and application of lifesaving and first aid techniques;

the principles and practices of supervision; and recordkeeping methods and procedures.

Ability to:

schedule periods of instruction and recreational swimming;  
act quickly and calmly in emergencies;  
work effectively with staff; and  
work effectively and courteously with pool patrons and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Distinguishing Features 11/15

JM/pg/co

CS3309.DOCX	(Seasonal)	PAY GRADE: 36
CS3441	(Part-time Benefited)	PAY GRADE: 36
CS3401	(Part-time Non-Benefited)	PAY GRADE: 36
EEO-S/M		IND-9015
JOB FCTN-PAR		SWORN-No
INCREMENTS	81-200	